

DEPARTMENT OF ADMINISTRATION
GENERAL SERVICES DIVISION
PROPERTY AND SUPPLY BUREAU
CENTRAL STORES PROGRAM – SURPLUS PROPERTY PROGRAM

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TO: All State Agencies
FROM: Tom Hastings, Purchasing Agent
DATE: May 9, 2012

SUBJECT: Property & Supply Bureau Requisition Time Schedule (RTS) for Calendar Year 2012

This requisition time schedule is for Plastic Can Liners. Plastic can liners must be purchased from the Central Stores Program or requisitions for this product must be sent to the Property and Supply Bureau for procurement.

PURPOSE:

The Requisition Time Schedule (RTS) is a listing of dates on which requisitions for PLASTIC CAN LINERS are due to the Central Stores Program. Can liners have been identified as a product for which the State of Montana can secure significant savings by purchasing in quantity.

PLASTIC CAN LINERS:

Orders for the 6-month period of **March 1, 2012** through **August 31, 2012** are due by **December 16, 2011**. The liners ordered during this cycle will be delivered between February 13 through 24, 2012.

Orders for the 6-month period of **September 1, 2012** through **February 28, 2013** are due by **June 22, 2012**. The liners ordered during this cycle will be delivered between August 20 through 31, 2012.

A special order form is provided to all agencies that have previously ordered can liners. If you have not received one in the past and need one, please give us a call.